

**3 NOVEMBER 1994**



**Civil Engineering**

**UNACCOMPANIED PERSONNEL HOUSING  
(UPH)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 35 CES/CEH (D.E. Curry)  
Supersedes MABR 90-1, 2 February 1990

Certified by: 35 CES/CC (Lt Col Richard L. Clarke)  
Pages: 13  
Distribution: F

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This instruction establishes a dormitory management program; outlines the Misawa Air Base concept of management; states standards, responsibilities, and operational procedures; and implements AFD 32-60, Housing. Implementation and application of procedures stated herein are not a basis for changes in manpower requirements or authorizations. It applies to all Air Force and DOD personnel on Misawa Air Base. This instruction places certain prohibitions on occupants and other persons present in UPH facilities. Violations are punishable under Article 92, Uniform Code of Military Justice. Dormitory standards must ensure a living environment which promotes and encourages installation excellence through teamwork and pride, creating quality living conditions and facilities (e.g., neat, clean, and orderly).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This instruction was reaccomplished to coincide with new publication format requirements and the redesignation of the 432 FW to the 35 FW. An "\*" indicates revisions from the previous edition.

**1. General Procedures.**

1.1. Philosophy. The dormitory (or dorm) management program provides professional management and improves the use of dormitories. Unit commanders and first sergeants must ensure dorms are inspected and corrective measures initiated to create and maintain quality living conditions. Inspections such as: sanitation, fire, building maintenance, supply inventory, etc. should coincide whenever possible to minimize the effect on occupant privacy.

1.2. Host-Associate Unit Relationships. Associate units on Misawa Air Base must follow the unit dorm management concept unless waived by the host installation commander.

1.3. Procedures:

1.3.1. Group integrity must be maintained within a dormitory complex to a maximum extent possible. When not possible, individuals should be assigned to a dorm adjacent to their respective dorm. However, commanders and first sergeants must ensure personnel are relocated whenever space becomes available.

1.3.2. Occupants who are temporarily assigned to another dorm are inspected by the commander and/or first sergeant having inspection authority for that dorm. Inspection results other than satisfactory must be provided to the member's assigned unit commander and/or first sergeant.

1.3.3. Room changes must be prior coordinated with the respective dorm manager and approved by the unit first sergeant and/or representative.

1.3.4. Smoking prohibitions within the dorm facilities will be enforced in accordance with AFR 30-27, Smoking in Air Force Facilities, and MABR 30-1, Personnel Smoking.

1.3.5. Dependents are not authorized access in UPH facilities unless accompanied by military sponsor and/or approved by unit commander/first sergeant.

## **2. Responsibilities.**

### **2.1. Wing or Group Commander:**

2.1.1. Directs implementation, management, and enforcement of dormitory inspection.

2.1.2. Ensures maximum occupant privacy by conducting only essential inspections and DV tours.

2.1.3. Ensures enlisted personnel receive allocated room space commensurate with rank, as authorized by DOD and installation policy.

2.1.4. Encourages self-help initiatives, provides guidelines, and ensures maximum base involvement to enhance dormitory quality of life improvements.

### **2.2. Wing Senior Enlisted Advisor:**

2.2.1. Ensures installation commander's policies and procedures are known and understood by all personnel involved in dorm living and management.

2.2.2. Coordinates with commanders, first sergeants, and dorm managers to ensure a high standard of living condition exists for all dorm occupants.

2.2.3. Coordinates with 35 CES/CEH in selecting a minimum of five dormitories for consideration for the annual awards competition. Selection process is based on each dormitory's historical inspection data.

2.2.4. Attends Quarters Improvement Committee (QIC) meetings on a quarterly basis.

### **2.3. Unit Commanders or First Sergeants:**

2.3.1. Attend QIC meetings ensuring agenda is consistent with planned dorm programs and issues/concerns affecting dormitory residents' living conditions are known.

2.3.2. Perform periodic and required inspections of individual rooms and common areas to maintain discipline and ensure cleanliness standards are adhered to.

2.3.3. Coordinate with dorm managers on matters pertaining to dorm living.

2.3.4. Schedule and assign personnel for bay orderly/charge of quarters (CQ) duties, as required. Resolve problems reported by Dorm Manager.

2.3.5. Determine if reimbursement or a Report of Survey (ROS) is required due to loss or damaged government property.

2.3.6. Ensure accuracy and timeliness of dorm occupancy report provided to 35 CES/CEH. Monthly reports are due not later than last duty day of each month.

2.3.7. Establish visitation policies, and enforce quiet hours 24 hours daily.

2.3.8. Appoint a primary/alternate resident to represent assigned unit on the Dormitory Advisory Council. First Sergeants will function as advisors.

2.3.9. Appoint a highly self-motivated NCO who takes an interest in UPH living as your Dorm Manager. Recommend minimum of 6 months duty and 1 year remaining on station.

#### 2.4. Dormitory Managers:

2.4.1. Provide overall dormitory management and ensure all matters pertaining to dormitory living are coordinated with group/unit commander/first sergeant.

2.4.2. Use AF Form 228, Furnishings Custody Receipt and Condition Report, to ensure a complete furnishings inventory, to include condition, is conducted prior to assigning a new occupant to a dormitory room. Each individual will sign the AF Form 228 for all bedding, furniture, and keys issued. Each occupant will also sign a prepared statement, "I have read, understand, and will comply with the content and intent of this instruction." This statement will be overprinted on the AF Form 228.

2.4.3. Ensure individuals are briefed and understand that they will be liable for any accountable government items missing or damaged over and beyond the normal fair wear, and tear.

2.4.4. Ensure a joint furnishings inventory is taken with the occupant when vacating a dormitory room.

2.4.5. Ensure individuals do not remove government furnishings from individual rooms without approval of the dormitory manager/first sergeant.

2.4.6. Ensure all dormitory supplies and equipment are available and kept in a proper state of repair.

2.4.7. Supervise bay orderly personnel and perform daily inspections to ensure common areas such as latrines, hallways, dayrooms, and outside areas are kept in a neat, clean, and orderly condition at all times.

2.4.8. Post a copy of this instruction on the official dormitory bulletin board.

2.4.9. Coordinate with Furnishings Management Office (FMO) for replacing furnishing items and reporting damaged furniture.

2.4.10. Procure and have on hand an engraving tool for marking high-value property. AF Form 1669, Project Identification Participation Notice, and AF Form 1670, Valuable Property Record, may be used by occupants for registration and the marking of high-value property in accordance with AFR 125-17, The Air Force Crime Prevention Program.

- 2.4.11. Ensure high-value items used in dayrooms are properly inventoried, to include model and serial numbers, secured and safeguarded at all times (i.e., television sets, VCRs, microwaves, etc.).
  - 2.4.12. Institute a program to ensure minor maintenance is accomplished through self-help when possible.
  - 2.4.13. Ensure a log is maintained on all civil engineer work orders, and conduct follow-up on all outstanding work orders.
  - 2.4.14. Establish a storage area for dormitory occupants to store small items such as boxes, suitcases, etc.
  - 2.4.15. Prepare a dormitory briefing for visitors.
  - 2.4.16. Maintain an updated resident listing.
- 2.5. Dormitory Floor Chiefs/CQs. The floor chief/CQ will assist the dorm manager, first sergeant, and commander in maintaining discipline and behavior for their respective floors. Floor chiefs/CQs will:
- 2.5.1. Ensure energy conservation policies are enforced.
  - 2.5.2. Ensure all dormitory furniture and equipment is properly secured and safeguarded.
  - 2.5.3. Identify any repairs necessary and make sure that dormitory occupants have been made aware of reporting procedures.
  - 2.5.4. Immediately report any damage or destruction of the dormitory, equipment, or furniture to the CQ, dormitory manager, or first sergeant.
  - 2.5.5. In the absence of a CQ, ensure cleanliness of dayrooms, hallways, and latrines during non-duty hours.
  - 2.5.6. Have the authority to assign personnel to cleaning tasks, as required.
  - 2.5.7. Report any suspected crimes to the security police, dorm manager, first sergeant, or commander.
  - 2.5.8. Perform other duties as authorized by the unit commander or first sergeant.
- 2.6. Residents of Dormitories will:
- 2.6.1. Comply with standards outlined in this instruction and all appropriate Air Force directives and supplements.
  - 2.6.2. Receive and be responsible for safeguarding all government property in their possession.
  - 2.6.3. Acknowledge receipt of furnishings by endorsement on AF Form 228, Furnishings Custody Receipt and Condition Report. This signature certifies agreement to comply with the contents of this instruction and other appropriate Air Force directives.
  - 2.6.4. Report all damage to furniture, furnishings, bedding, or facilities to the dormitory manager. During nonduty hours, report to the CQ or floor chief.
  - 2.6.5. Maintain assigned dormitory room in a neat, clean, and orderly condition at all times (See [Attachment 1](#)).
  - 2.6.6. Wash linen weekly for sanitary reasons. Use of personal linen is authorized.

- 2.6.7. Ensure all issued keys are constantly safeguarded to avoid loss or duplication.
- 2.6.8. Upon departure for leave, TDY, or other prolonged absences, ensure arrangements are made to maintain room in inspection order.
- 2.6.9. Not store flammable material of any kind in assigned dormitory room or common use areas (one can of lighter fluid is acceptable). Further, residents will not store paint, other than the amount normally used for hobby work.
- 2.6.10. Not have in their possession or maintain in their assigned room or introduce into the dormitory any weapon, knife (exceeding 3-inch blade length), sword, crossbow, rifle, shotgun, pistol, pellet gun, nun-chaku, firework, spear gun, slingshot, dangerous instrument, explosive, drug paraphernalia, or unauthorized controlled substance. Unsharpened Japanese ceremonial swords are authorized to be displayed in dormitory rooms. When there is any doubt as to the classification of any questionable items, members possessing that item must obtain their commander's, first sergeant's or dorm manager's approval to keep them in the dormitory.
- 2.6.11. Not make disruptive noises such as yelling, jumping, or playing stereos, radios, televisions, etc. in a loud manner that disturbs other dormitory residents. Quiet hours are 24 hours daily. After official warning, anyone creating a disturbance by playing sound equipment too loud will be required, at the discretion of the commander/first sergeant, to remove the equipment from their room for a period to be determined by the unit commander/first sergeant.
- 2.6.12. Not openly display (visible upon entrance to a room) pornographic or inflammatory materials.
- 2.6.12.1. Pornographic. Any material depicting male/female genitalia or any form of sexual contact.
  - 2.6.12.2. Inflammatory. Material which incites violence, hatred or disrespect toward an ethnic, racial, or religious group or the armed services flag of the United States. It provokes immediate or imminent action to overthrow lawful authority through violence or disobedience of civil or military law.
- 2.6.13. Not possess, use, or burn incense, or permit or cause incense to be used, or burned in any form or substance which resembles incense in odor or result. Incense, when burning, can completely mask the smell of burning material, including electrical material and illegal drugs and isn't considered safe for use in dormitory facilities.
- 2.6.14. Not burn candles or any other flammable material in dormitories.
- 2.6.15. Secure authorization from dorm manager to redecorate/repaint rooms. When rooms are painted, they will be painted using the standard base color scheme.
- 2.6.16. Not use or store hot plates, toaster, electric heaters, or any similar heat-producing appliances in dormitory rooms. Occupants may use coffee makers, hot air popcorn poppers and microwave ovens provided written approval is received from the Base Fire Chief in accordance with MABR 92-1, and the following conditions are met:
- 2.6.16.1. Electrical cords (extension) will not be placed under carpets/rugs and not exceed 10 feet in length.
  - 2.6.16.2. Appliances will not be left unattended while in use.

- 2.6.16.3. Appliances will be cleaned after use, and food residue will be properly disposed of to ensure proper sanitation.
- 2.6.16.4. Parachute material, fish nets, flags, and like items will not be hung from the ceilings or interfere with the operation of fire detection devices.
- 2.6.17. Not keep pets in the dormitory with the exception of small fish kept in an aquarium. Aquariums will be kept clean and odor-free. Birds presently kept now in dormitories will be removed as the owner departs PCS.
- 2.6.18. Be responsible for utilities conservation by ensuring when rooms are left unattended all lights, radios, televisions, stereos, and other electrical equipment is turned off.
- 2.6.19. Not gamble in the dormitory. Gambling in any form is strictly prohibited.
- 2.6.20. Not tamper with smoke detectors or lifesaving equipment, to include fire alarm boxes and fire extinguishers, in the dormitory. Any person tampering with lifesaving equipment in dormitories will be subject to disciplinary action.
- 2.6.21. Not use rooftops or any ledges outside of the dormitories. They are "OFF LIMITS" to all personnel.
- 2.6.22. Not smoke in bed.
- 2.6.23. Not install locking devices on the inside or outside of the door or tamper with the installed locking device.
- 2.6.24. Not park or store bicycles in hallways or common areas. Bicycles are authorized in dormitory rooms, at the discretion of the unit commander/first sergeant, provided they do not create a safety hazard or damage government property. Bicycles must be clean prior to placing in room.
- 2.6.25. Not remove any furniture from assigned room without the approval of the dorm manager or first sergeant. Any furniture (beds, desks, etc.) removed shall be returned to the room prior to termination of quarters.
- 2.6.26. Ensure that the AF Form 228 is up-to-date and accurate at all times.
- 2.7. Personnel who wish to place their name on the waiting list to reside off base and draw BAQ when base dormitory occupancy exceeds 95 percent should report to the Housing Center.
- 2.8. Maintenance personnel (only when escorted) are authorized to enter individual rooms without the occupant being present to perform all required maintenance, spraying, or repair. Escorts will be provided by the dormitory manager.
- 2.9. Guests in Dormitories. Occupants of permanent party unaccompanied housing are permitted to have sponsored guests of the opposite sex visit in the dayroom/lounge and their own quarters (subject to paragraph [1.3.5.](#)).
- 2.10. Unit commanders are authorized to approve requests by unaccompanied enlisted personnel to reside off-base at the individual's expense, without single rate BAQ in accordance with AFI 32-6005, Unaccompanied Housing Management and Operations. Copies of approval letters will be forwarded to 35 CES/CEH. Personnel who desire to reside off base and are not authorized BAQ may do so with the written permission of the unit commander/first sergeant. A copy of this statement must be forwarded to the Housing Center.

2.11. Dormitory resident sponsor will:

2.11.1. Be responsible at all times for the conduct of their guests.

2.11.2. Remain with their guests during their entire visit. Under no circumstances will the sponsor allow their guests to remain unescorted.

2.11.3. Not permit guests under 18 years of age visit their quarters.

2.12. Whenever another occupant of the room desires a guest/visitor to leave the room, the guest/visitor and their sponsor will depart the room immediately.

2.13. No guest, military or civilian, will establish permanent or transitory presence within the dormitory by storing personal property or by reposing therein.

### **3. Assignment of Quarters.**

3.1. After arrival on base, unaccompanied personnel will be assigned quarters as quickly as possible. Assignment of rooms will be done by the dormitory manager or first sergeant. Sponsors of unaccompanied personnel will normally make arrangements for quarters for arriving personnel or the quarters may be assigned on a walk-in basis.

3.2. Changes in room assignment can only be authorized by the unit commander, first sergeant, or dormitory manager.

3.3. During room assignment, each resident will check their room and the contents in the presence of the dormitory manager. The resident will sign AF Form 228 to acknowledge receipt of linen, condition of all furnishings, and the condition of his or her room. Exceptions and damages to the room and its furnishings must be annotated at this time. At termination of quarters, the residents will be held accountable for any damages and missing furnishings not previously recorded.

3.4. Group/Unit integrity should be maintained as much as possible when room assignments are made. At the option of the individual's unit commander or first sergeant, personnel who are first assigned outside their unit area should be moved into their unit area when space becomes available.

### **4. Custodial Service.**

4.1. Dormitory residents may independently or collectively contract for cleaning of individual rooms and common-use areas or serve bay orderly. The Air Force will not act as liaison for this activity nor provide reimbursement for fees incurred.

4.2. Fees will be paid by the resident to the person who provides the custodial service.

4.3. Residents who depart on leave, temporary duty, or permanent change of station must notify the custodial service in advance for a fee prorated based on the number of days they want the service.

4.4. Duty hours for the custodial service employees will be coordinated by the dormitory manager with the custodial service. Generally, duty hours should be 0730 to 1600, Monday through Friday (except holidays).

### **5. Furnishings.**

5.1. Table of Allowance (TA) 414 is the standard for furnishing dormitories and dayrooms and lists the type and quantity authorized.

5.2. Central base funds may be used to enhance communal areas in enlisted dormitories. Expenditures may be made for items that exceed or are not included in the TA.

5.3. Each dormitory will have a standardized method to identify residents, such as an identification plaque or a card holder centered and affixed at eye level on the outside of the door or on the adjacent wall. Rooms for shift workers will be identified by some uniform method on residents' name tag (e.g., shift worker).

5.4. Residents may use commercially made futons, if desired. The futon covering must be serviceable and clean. The futon will be neatly folded and stored out of the way when not in use. Bed linen used with the futon will be folded neatly.

5.5. Mattress and box springs will be placed on a standard bed frame and will not be placed directly on the floor. The mattress must have clean linen and mattress cover pad.

5.6. Dormitories will have a home-like atmosphere for residents. Personalization of rooms are highly encouraged. Residents may decorate their rooms in a way that is in good taste and, in general, not offending.

## **6. Termination of Quarters.**

6.1. TERMINATION OF QUARTERS: Dormitory residents will schedule an appointment for the inspection of their assigned room with the dormitory manager at least 7 duty days (whenever possible) before the desired termination date. On the date of the final inspection, all personal effects must be moved out of the room. At the end of the inspection, the room key must be turned in and any fees or charges paid. A certificate of clearance will be issued by the dormitory manager to be turned into the unit orderly room during outprocessing. If the individual is moving off base, BAQ will not be authorized until the final inspection and checkout is completed. If termination affects BAQ eligibility of the individual, the dormitory manager will immediately let the Housing Center know the effective date terminated.

## **7. Self-Help.**

7.1. Self-help projects are strongly encouraged and will be approved if it's determined that the requesting unit is able to do the work correctly.

7.2. Units may get required maintenance materials for self-help projects by submitting AF Form 332, BCE Work Request, to the Self-Help Center. All AF Form 332s will be coordinated with the Fire Department (35 CES/CEF) and Wing Safety (35 FW/SE).

## **8. Quarters Improvement Committee.**

8.1. The base QIC is the vehicle by which an effective program is established and pursued to identify dormitory furniture, furnishings, and equipment for upgrade to meet base, major command, and USAF standards, subject to availability of funds.

8.2. The Housing Manager is responsible for running the QIC program. All unit commanders or first sergeants and the wing senior enlisted advisor are members of the committee. The QIC will be chaired and co-chaired by the 35th Support Group Commander or Deputy Commander and 35th Civil Engineering Squadron Commander/Deputy Commander. Meetings will be quarterly and as needed to resolve urgent issues.



**9. Inspections.**

9.1. Inter-unit cooperation is paramount. Special inspections may be performed at the direction of the wing, group, or squadron commander or the first sergeant.

**10. Dormitory Reports.**

10.1. Dormitory managers will maintain a current unit utilization report containing name, rank, unit, and room number of all dormitory occupants. It will be made available to the unit commanders/first sergeants and the Housing Center upon request.

GEORGE W. NORWOOD, Brigadier General, USAF  
Commander

**Attachment 1****ROOM INSPECTION CHECKLIST**

1. Floor and/or Rugs Clean\_\_\_\_\_
2. Trash Receptacle Clean and Empty\_\_\_\_\_
3. Walls, Wall Lockers, and Doors Clean and Free of Marks/Tape\_
4. Window and Window Sills Clean\_
5. Drapes (and Venetian Blinds, if used) Clean and Neatly Hung
6. Refrigerator Clean and Frost-Free; Door Seal Clean
7. Furniture Clean, Dusted, and Arranged in Orderly Fashion\_
8. Bed(s) Neatly Made\_
9. Ashtrays Clean and Empty\_
10. Footwear Clean and Neatly Arranged (if displayed)\_
11. Pictures/Posters in Good Taste, Good Condition, and Neatly Arranged\_
12. Clothing and Personal Items Neatly Arranged or Stored
13. Sink, Mirror, Medicine Chest, and Cabinet Clean and Orderly
14. Sink and Food Trap Clean\_
15. Windows Closed (during heating season)\_
16. Lights Off (if unoccupied)\_
17. MAB Form 18 (Name Tag) Displayed and Complete\_
18. Bathroom (shower/curtain/commode/floor) Clean of Mildew\_
19. Room Free of Fire/Safety Hazards (flammables, extension cords over 10 feet)
20. Room Free of Empty Boxes\_
21. Room or Item(s) Secure\_
22. Other Discrepancies\_

**OVERALL RATING:**

CATEGORY A - Exceeds Air Force Standards

CATEGORY B - Meets Air Force Standards

CATEGORY C - Failed to Meet Air Force Standards

DISCREPANCIES:

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REMARKS:

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FOLLOW-UP INSPECTION ON: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

**Attachment 2****DAILY MAINTENANCE DUTIES**

The following items will be accomplished by 1200 daily:

**1. OUTSIDE AREAS:**

- a. Police for loose paper, empty cans, bottles, cigarette butts, etc.
- b. Turn off outside lights.
- c. Ensure that grass is cut/trimmed.
- d. Ensure that snow removal is accomplished.
- e. Ensure that storage buildings and bicycle racks are clean/neat.

**2. HALLWAYS, STAIRWAYS, AND DAYROOMS:**

- a. Floors - sweep, mop, wax, buff, or vacuum.
- b. Dust all furniture and window sills.
- c. Clean walls and woodwork.
- d. Clean water fountains.
- e. Arrange furniture in an orderly fashion.
- f. Empty and clean ashtrays and stands.
- g. Dust all vending/video machines.
- h. Check all fire extinguishers for serviceability.
- i. Clean microwave ovens.

**3. LATRINE:**

- a. Clean commodes, urinals, and sinks.
- b. Clean mirrors, windows, and window sills.
- c. Clean shower floors, walls, and shower curtains.
- d. Clean and polish all chrome and brass.
- e. Clean latrine walls.
- f. Empty trash can.
- g. Clean and mop floor.

4. LAUNDRY ROOM:

- a. Clean inside and outside of washers and dryers.
- b. Clean behind washers and dryers.
- c. Clean walls and door.
- d. Clean and mop floor.
- e. Clean lint traps.
- f. Remove discarded clothes.